

SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

CHAMBERS INSTITUTION TRUST– JUNE 2022 onwards

Notes:-

Items for which no actions are required are not included

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
22 FEBRUARY 2023				
1. Minute and Action Tracker	Para 1.0 – AGREED to the funding request for £5,400 for the Burgh Hall: Insulation and secondary glazing strategy. See Para 4.7 below.	Estates/ Property	Norrie Curtis/Gareth Smith	
2. Beneficiaries Group Feedback	Para 2.1 – AGREED (a) to fund an increase of £4,000 for additional electrical work; (b) a report from Estates on the total spend to date along with a comparison of 2021 and 2022/23 quotes to be presented to the next meeting on 15 March 2023.	Estates/ Property Estates/ Property	Norrie Curtis/Gareth Smith Norrie Curtis/Gareth Smith	
3. Property Update	Para 3.0 – AGREED to add a discussion of the 140 th anniversary celebrations to the next agenda	Democratic Services	L.Cuerden	Item on agenda for 15 March.
25 JANUARY 2023				
1. Beneficiaries Group Feedback	Para 4.1 – AGREED to fund an increase of £13,000 for additional scaffolding platforms	Estates/ Property	Norrie Curtis/Gareth Smith	
	Para 4.2 – AGREED to the approval for the allocation of the electrician's fee was to be gained from the Committee via email;	Elected Members/ Estates/ Property	Norrie Curtis/Gareth Smith	
	Para 4.4 – AGREED to fund Item 1.0 of the Fee Proposal: the Burgh Hall feasibility sketch study to be carried out by Page\Park; £5280 + VAT= £6,336; and	Estates/ Property	Norrie Curtis/Gareth Smith	Invoice received 28 February 2023 for £3895.50 inc VAT. (1 of 2 instalments of total fee £6,492.50 inc VAT for Burgh Hall Feasibility sketch study)
	Para 4.6 – AGREED to present a proposal to measure environmental conditions of the mezzanine floor to the next meeting for consideration at the next Beneficiaries Group meeting on 21 February	Estates/ Property, Page\Park, Live Borders	Norrie Curtis/Gareth Smith, Karen Nugent, Fiona Colton	Sketch proposal presented 22 February to CIT

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	Para 4.7 – AGREED to fund Item 2.0 of the Fee Proposal: Burgh Hall Insulation and secondary glazing strategy; approximately £1500.	Estates/ Property	Norrie Curtis/Gareth Smith	Amount requested was incorrect. Amended on 22 February 2023, see above.
2. Additional Wi-Fi Access Points	Para 6 – AGREED to approve: (a) the one-off cost of Wi-Fi installation into the Burgh Hall, Registrar's Office and Quadrangle at a cost of £4404.38 + VAT; (b) the annual fee of Connectify web filtering and splash page at a cost of £354 + VAT (c) the monthly broadband fee of £32.50 + VAT	Estates/ Property Live Borders	Norrie Curtis/Gareth Smith Fiona Colton	Purchase order raised 22 February 2023.
14 DECEMBER 2022				
1. Beneficiaries Group Feedback	(ii) £15,000 to fund the identification and appointment of a facilitator (iii) £15,000 to meet the increased building costs, security arrangements, scaffolding and lighting modifications;	Estates	Norrie Curtis/Gareth Smith	
23 NOVEMBER 2022				
1. Beneficiaries Group Feedback	Para 2.3 – action - AGREED that the Estates Strategy Manager obtain quotations and options appraisals from private surveyors.	Estates	Norrie Curtis	In talks with Page\Park
2. Property Update	Para 3.1 – action – AGREED to approve an additional £3,500 towards the budget shortfall and an in principle agreement for the contingency subject to further details being provided	Estates	Norrie Curtis	
19 OCTOBER 2022				
2. Any Other Items: Fire Exits – Fencing at Newby Court	Para 4 – action - a fire risk assessment to be carried out and quotes for fence and appropriate emergency exit gates be obtained to circulate at the next meeting	Estates	Norrie Curtis	
14 SEPTEMBER 2022				
1. Beneficiaries Group	Para 2 – action - AGREED to write to the Live Borders Chief Executive, Ewan Jackson to raise the requests for work to be carried out. CC in Director Resilient Communities.	Elected Members	Councillor Tatler	
3 AUGUST 2022				
1. Boer War Memorial	Para 2 – action – to contact Conservation Officer re. listed building consent to resite the memorial and advise the Imperial War Museum	Estates	Norrie Curtis	
8 JUNE 2022				

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2. Financial Monitoring for the 12 months to 31 March 2022 and Proposed Budget for 2022/23	Para 7 – action (f) AGREED that £60k be transferred to the Aegon Asset Management Fund	Finance	Suzy Douglas	